

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY

1. FEDERAL ADVISORY COMMITTEE (FAC) NAME

State the legal name of the FAC.

Environmental Laboratory Advisory Board

2. AUTHORITY

Identify the authority for establishing the FAC.

Agency Authority, Deputy Administrator approval document.

3. MISSION/FUNCTION

Describe the mission/function of the FAC.

The Environmental Laboratory Advisory Board (ELAB) will provide advice, information, and recommendations to the Environmental Protection Agency (EPA) Administrator, the EPA Science Advisor, and/or Forum on Environmental Measurements (FEM) on issues related to:

A. Enhancing EPA's measurement programs in areas such as:

- a. Validating and disseminating methods for sample collection and for biological, chemical, radiological, and toxicological analysis;
- b. Developing scientifically rigorous, statistically sound, and representative measurements;
- c. Employing the performance paradigm in environmental monitoring and regulatory programs;
- d. Improving communications and outreach between the EPA and its stakeholder communities; and
- e. Employing a quality systems approach that ensures that the data gathered and used by the Agency are of known and documented quality.

B. ELAB also provides advice regarding facilitating the operation and expansion of a national environmental accreditation program. In this regard, ELAB will provide advice and recommendations to EPA on issues that impact the non-governmental community that are related to:

- a. The operation and expansion of a national accreditation program characterized by an acceptance of the program by all states and suitable for accrediting environmental laboratories or entities of all sizes and types; and
- b. Steps that need to be taken in order to facilitate the further implementation of the performance paradigm in the nation's environmental monitoring and environmental accreditation programs.

4. POINTS OF VIEW

Based on understanding the purpose of the FAC;

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members.*

ELAB will be composed of approximately fifteen (15) members who will serve as Representative members of non-federal interests, Regular Government Employees (RGEs), or Special Government Employees (SGEs). Representative members are selected to represent the points of view held by organizations, associations, or classes of individuals. In selecting members, EPA will consider candidates from trade associations for the environmental laboratory industry, trade associations from EPA's regulated community, environmental public interest groups, academia, federal, local and tribal governments, and accreditation bodies. Membership balance is not static and stakeholder categories relevant to the mission/function of the ELAB may change over time, depending on the work of the ELAB.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC.

Geographic location may be considered.

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process;*
- (b) identify EPA key staff involved (by position, not name);*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA; and*
- (d) state the membership term limit of FAC members, if applicable.*

Approximately 8 months prior to expiration of committee members' terms the Designated Federal Official (DFO) meets with EPA's Office of Diversity, Advisory Committee Management and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan, the DFO conducts outreach for new members in accordance with the plan. The DFO solicits representative candidate names through a Federal Register Notice and from trade associations for the environmental laboratory industry, trade associations from EPA's regulated community, environmental public interest groups, academia, federal, local and tribal governments, and accreditation bodies.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the Office of General Counsel FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the ELAB will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. ELAB members are usually appointed for a two-year term. Generally, members may be reappointed for a total of 6 years.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different.*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC.

Not applicable.

9. DATE PREPARED/UPDATED

May 9, 2015